

1 August 1960

Mr. William McAfee
Coordinator for Publications Procurement
Department of State
Washington 25, D. C.

Dear Bill:

You may remember at the Publications Procurement Officers Conference in Paris this spring, we had agreed informally to send [redacted] to replace [redacted] during a procurement trip in the region. [redacted] is the coordinator for Near East and Africa in our Acquisitions Branch and has been studying Arabic.

Her 90 days of temporary duty [redacted] with a short stay in Beirut, will provide [redacted] with invaluable experience in the area of her concern. [redacted] will be the first area coordinator to have actually substituted for a Publications Procurement Officer, thereby becoming acquainted at first hand with field problems. She will also be of assistance [redacted] in suggesting appropriate steps to make his end of the publications procurement program responsive to the many housekeeping chores.

The assistance of the Department of State in making this detail possible would be greatly appreciated. All of [redacted] expenses will be borne by this Agency. It is planned she will leave Washington [redacted] on 6 September, to Beirut on 2 December and return from Beirut to Washington on 7 December.

Since [redacted] has had a trip to Latin America, and [redacted] is now proposed for her area, we are getting closer to realization of our hope to have each of our area coordinators have field experience.

Sincerely,

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[redacted]
Deputy Assistant Director

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